

ARMED FORCES SPORTS

MEMORANDUM FOR UNITED STATES MILITARY SPORTS ASSOCIATION (Mr. John Urmston)

SUBJECT: Memorandum of Understanding (MOU) for the Military Reception

1. **PURPOSE:** The purpose of this MOU is to set specific guidelines and define areas of responsibility for the Armed Forces Sports Council (AFSC), Service Sports Directors, and the United States Military Sports Association (USMSA).

2. **RESPONSIBILITIES:** Time Schedule Milestones:

<u>DATE</u>	<u>RESPONSIBILITY</u>	<u>DISPOSITION</u>
15 Dec	Each Service	Mail nominations signed by the AFSC member to Armed Forces Sports Council Secretariat (AFSCS) with copies to the other Services. Nominations must be received NLT COB 15 Jan. Photographs will be provided as noted in para. 3g.
16 Dec	AFSCS	AFSCS will forward nominations to USMSA. Each Service will provide a written narrative, not to exceed 250 words, to highlight military athletes.

3. **SPECIFIC RESPONSIBILITIES:**

a. AFSCS and USMSA will effect full and open discussions from the planning to completion of the reception. This will ensure that both parties agree on the proceedings. USMSA has final approval as they are the host. Every effort will be made to amicably resolve differences between USMSA and AFSC.

b. Transportation Scheduling and Financing

(1) Military athletes will be on official Temporary Duty status, with airfare, billeting, and messing (except for scheduled functions) provided for by the respective Service.

(2) Transportation of family members and guests of the athletes will be the responsibility of the athlete unless a specific arrangement is worked by the Service with USMSA.

c. Tickets for Military Reception:

(1) USMSA will provide 12 invitations/tickets to each of the five Services and 4 invitations/tickets to the AFSCS to attend the military reception. Each Service will be responsible for sending these invitations, informing the USMSA of invited guests, and then distributing the actual tickets to the specific individual for whom they are listed.

d. USMSA Invitees:

(1) Command group dignitaries/guests from the Services will be invited by the USMSA. Service sports directors will provide the USMSA with current names and addresses of command group invitees. Included in this list will be the Commandant, DCSPER, CNO, CSA, CSAF, Service Sergeant Majors, etc., for all Service secretariats.

e. Committees and Points of Contact: Transportation, hosting, and invitation committees will be formed, if necessary, and jointly agreed upon by the AFSC and USMSA. Points of contact will be selected by the AFSC and USMSA.

f. Military Reception:

(1) The purpose of the reception is to honor the 10 military athletes and any additional individuals as identified by the USMSA Board of Directors.

(2) Time length of awards ceremony should be kept to approximately ninety minutes. A brief introduction will be made of the other Services athletes.

(3) All pictures of distinguished guests and athletes will be taken just prior to, during, or after the reception. Military athletes' photos will be taken just prior to the reception. USMSA will provide AFSCS a copy of any Athlete Release Statements for staffing with the respective Judge Advocate General. USMSA will provide and advise photographers.

g. The following photographs, with negatives, will be provided by the Service sports directors for their military athletes:

(1) Four 5" x 7" color head and shoulders photo in military "Class A/Dress" uniform of each athlete.

(2) Two 5" x 7" color action photos.

h. Finalizing of the spoken program (content of the awards to be presented) will be the responsibility of the USMSA Executive Director, with the assistance of the AFSC Chairman.

i. Service sports directors will be responsible for informing their athletes of the history of the Athlete of the Year Program, and the USMSA reception. USMSA will send each athlete of the year a letter, with details and information as it becomes available.

j. Invitations to be sent will read, "The United States Military Sports Association invites you to honor the 200_ Military Athletes of the Year..."

k. Engraving or endorsement on awards will be limited to private organizations/companies and not a specific product.

//original signed//

Mr. Michael Tharrington
Chairman
AFSC

//original signed//

JOHN URMSTON
Executive Director
USMSA

2002 SERVICE ATHLETE OF THE YEAR
PLEASE TYPE OR PRINT ALL INFORMATION

Nominee's Name _____
Rank Last Name First Middle

SSN _____

Military Address _____
Base State Zip

Home Address _____
Street City State Zip

Hometown _____

Phone (Home) _____ Phone (Work/School) _____

Military Occupation Skill _____

Height _____ Weight _____ Age _____ DOB _____ Sex _____

1. Athletic Performance and Accomplishments in 2002 (DO NOT INCLUDE ACHIEVEMENTS PRIOR TO 2000)

a. Sport(s)

b. List outstanding performances and/or records achieved during Armed Forces, national, international and CISM competition Oct 99 - Sep 00 (include name of the event, date, and results)

2. Military Awards, Honors, and Civic Recognition from Oct 99 - Sep 00

3. Additional information which would be of value in rating the candidate within the criteria of paragraph 4.

4. Criteria for nomination and selection in priority are as follows as athletes will be selected based upon:
- a. Their athletic accomplishments for the period of Oct 01 through Sep 02.
 - b. The value of their contributions to a team or as an individual.
 - c. Their other than athletic accomplishments during the period, i.e. military awards, decorations, civic recognition's, etc.
 - d. Their preceding two year's athletic accomplishments.
5. Please attach (with negatives) four 5" x 7" color head and shoulders photo in military "Class A/ Dress" uniform, and two 5" x 7" color action photos. Also enclose any information which would be of assistance in evaluating the nominee's candidacy for this prestigious award presented annually by the Armed Forces Sports Council, Washington, DC.

Please mail this form (with photos) to:

ARMED FORCES SPORTS OFFICE
4700 King Streets, 4th Floor
Alexandria, VA 22302

****Submission Deadline is 15 January, 2003**

NOTE: Accordance with policy, Service athletes may be considered as Service Athlete of the Year for as many years as each Service deems appropriate.